

COMMITTEE OF THE
PRIVY COUNCIL FOR MEDICAL RESEARCH

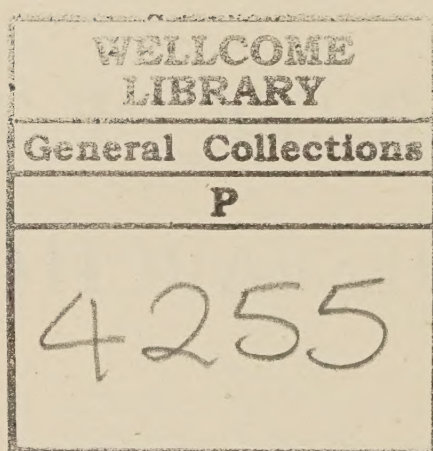


CONDITIONS OF SERVICE ON
THE STAFF OF THE
MEDICAL RESEARCH COUNCIL

LONDON

1946

*These Conditions of Service were adopted at
a meeting of the Medical Research Council
on the 15th March 1946, and are valid
from that date.*



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CONDITIONS OF SERVICE ON THE MEDICAL RESEARCH COUNCIL'S STAFF

(The Council are confident that members of their staff will understand the necessity for provisions 2 to 6 below. They are framed in order that causes of embarrassment to the Council in their scientific or administrative activities may be avoided. Requests for exemption in particular respects will always receive careful and sympathetic consideration.)

Conditions
applicable to
all appoint-
ments.

1. The undernoted conditions are applicable to all members except where modified in the particular letter of appointment.*

Full-time
nature of
appointments.

2. Every member of the staff will use his best endeavours in performing the duties of his appointment and in furthering the general purposes of the Council. Unless expressly stated, an appointment to the Council's staff is for whole-time work, and the member must not without the sanction of the Council:—

(a) hold any other appointment, whether remunerated or not,

(b) undertake any other remunerated work of a professional character, or

(c) engage in any other activities which might interfere with his work for the Council or prejudice their interests.

(The following may be taken as generally excepted, subject to the permission of the member's director if any, provided that they make no undue claim on the member's working time and energy:—examining for post-graduate degrees and diplomas; limited participation in the teaching or medical work of an institution to which the member has been posted by the Council; literary work; offices in scientific societies or social clubs.)

* The work of the Council is mainly financed by a grant-in-aid voted annually by Parliament. Members of the staff are appointed and employed directly by the Council and are not Civil Servants.

Political or
commercial
activities.

3. A member of the staff is, during the tenure of his appointment, debarred from

(a) presenting himself as a candidate for Parliament, or, without the express consent of the Council, presenting himself as a candidate for membership of a Local Government body,

(b) publicly referring to, or allowing to be mentioned or referred to, his association with the Council when taking part in any political organization or controversy (if this association in the course of such activities is referred to despite his own efforts to the contrary, he must take all necessary steps to have it discontinued and to prevent its recurrence) and

(c) taking any part in the management of any trading, commercial, industrial, or financial firm or company.

Information
acquired in
course of work.

4. A member of the staff must not use for personal gain any information which he may acquire in the course of his work for the Council, or, except on the Council's instructions and behalf, seek to obtain any patent or other proprietary rights covering results of such work. In addition a member of the staff must not disclose, except in the course of his duty, any confidential information which he has obtained or to which he has access by reason of his official position: this covers disclosure in any form, whether verbally or in writing, or by publication in the press or in book form or in broadcast speeches, and applies to all persons employed in the service of the Council, not only during the period of service but also after that employment has ceased.*

Advisory
activities.

5. A member of the staff must not, without reference to the Council, give expert advice to Government Departments, public bodies, companies or individuals except in a purely informal manner and where no more than a trivial amount of work is involved.

Publications,
speeches, &c.

6. The sanction of the Council must be obtained before a member of the staff publishes any book, article or

* In certain circumstances an improper disclosure of information may constitute not only a breach of these conditions of service but also an offence under the Official Secrets Acts 1911 to 1939.

other communication to the press, makes any public speech (other than on an informal or social occasion) or any broadcast talk, on a subject coming under the survey of the Council, or affecting their work or position, or which is likely to embarrass them in their scientific activities or their relationship with other branches of the public service. (The sanction of the Council may be presumed in respect of purely technical contributions to the appropriate scientific journals or before recognized learned societies; but such sanction does not dispense with the necessity of obtaining the permission of the director, if any, under whom the member of the staff works, or from consulting colleagues associated with him in collaborative investigations.)

Increments to
salaries.

7. Where the salary offered in the letter of appointment or in any subsequent letter offering promotion is on a rising scale, all annual increments of salary are made effective on the 1st April in each year. A period of service since appointment or promotion is ignored for increment purposes if it does not exceed three months, qualifies for half the standard increment if it exceeds three months but does not exceed nine months, and earns the full increment if it exceeds nine months. This practice as regards incremental dates and the treatment of broken periods of service for purposes of increment may be varied by the Council at the time of granting any new advancement in salary to a member of the staff. (In determining the salaries of members of their staff, the Council are guided, but not bound, by certain graded scales which they have framed and which they revise from time to time as they think necessary. Salaries are not, however, fixed in relation to particular appointments, but in reference to the qualifications, experience and responsibility of individual members of the staff. The holder of a post will thus not necessarily receive the same salary as his predecessor and, on the other hand, promotion to a higher grade may in suitable circumstances be awarded without any change in the post held.)

8. (a) Superannuation provision is made for members of the senior grades of the established staff and in certain exceptional cases for other than members of the senior grades under terms of the Federated Superannuation System for Universities. Under this system the Council make an additional payment of a sum equal to 10 per cent. of the salary of the member of the staff, who is also required to make a contribution of five per cent. of his salary. Where a member of the staff is on a rising scale of salary, the mean salary of the scale is taken as being his salary for purposes of superannuation, provided that any grade may be subdivided at the Council's discretion and the mean of the subdivision relevant for the time being taken in place of the mean of the complete scale. After two years' service at the maximum of the scale this maximum is taken as being the member's salary for the purposes of superannuation.

(b) Members of the established staff, other than those who are eligible for inclusion in the Council's Superannuation Scheme under the F.S.S.U. or who at the date of joining the Council's staff held a policy or policies under a superannuation scheme in respect of which the Council are agreeable and permitted to pay the employer's contributions, who are over 21 years of age, and who have completed at least six months' continuous service with the Council, will become members of a Pension and Life Assurance Scheme set up by the Council. The cost of the benefits is shared by the members and the Council, each member contributing at a rate dependent on his salary. In addition, male members of the Pension and Life Assurance Scheme who are not over 50 years of age may on certain conditions become members of a Permanent Sickness and Accident Disablement Scheme.

9. Appointments are terminable at any time subject to due notice on either side. The period of notice is three months in the case of academically qualified staff, one month in the case of other staff paid monthly, and one week in the case of staff paid weekly.

Retiring Age. **10.** The normal retiring age for members of the staff is 60, though service may be extended beyond that point by agreement between the Council and the member of the staff. Service beyond the age of 65 will be continued only in exceptional circumstances.

Leave of Absence. **11.** Members of the staff are subject as regards annual leave, sick-leave and payment of salary during sickness to such regulations as the Council may make from time to time, which will be based on the conditions attaching to analogous appointments in the Civil Service. An amount equal to the National Health Insurance benefit, if any, to which the member may be entitled is deducted from the salary paid during sick-leave.

Overtime. **12.** It is not the Council's practice to make additional payment for time worked in excess of the normal hours of work laid down by the Council, but where a substantial amount of extra time is so worked an endeavour is made, where it is practicable, to grant an equivalent amount of time off in lieu.

Travelling and subsistence expenses. **13.** Travelling expenses and subsistence allowances incurred in the course of work for the Council are allowed upon the scales applicable to Civil Servants holding analogous positions.

Other expenses. **14.** A member of the scientific staff is expected to belong to the usual learned societies concerned with his subject of work. The cost of subscribing to such societies, attending their meetings, and purchasing periodicals and books (in so far as they are not officially provided) necessary for maintaining the member's scientific efficiency, must be borne by him personally. Expenses incurred by the member for the immediate purposes of work for the Council are refunded by the latter in accordance with such arrangements or regulations as they may make from time to time.

Note:

It is the practice of the Council to pay salaries by cheque monthly in arrear to members of their staff receiving £250 per annum or more, but those receiving less than this figure can receive their salary in this way, if they wish. Members of the staff concerned should inform the Finance Officer whether they prefer their cheques to be sent to them personally or paid into a bank. If the latter, the name and address of the bank should be given.